



**Town of North Hempstead
Department of Building Safety, Inspection & Enforcement**

210 Plandome Road, Manhasset, NY 11030 • tel. 516-869-6311 • fax 516-869-7662

Wheelchair Ramps

In order to file for a ramp in front of a home please bring in:

- The application for “Residential Building Permit.” All pages must be filled out completely and all signatures and notarizations must be original.
- Two site plans indicating the placement of the ramp on the property.
- Two copies of a current survey which represents the property as it is today. The survey must be up to date but this does not necessarily require a brand new survey.
- Two copies of installation specifications for the construction of the ramp, including height, slope, assembly, anchorage to the ground, etc.
 - For prefabricated systems, two copies of manufacturer’s specifications are required. Brochures and pamphlets are not acceptable. Please have the installer provide these documents.
 - For standard construction, two sets of construction drawings with all necessary specifications and details are required. These must be signed and sealed by a NYS licensed design professional.
- A check payable to the Town of North Hempstead.

Once you have all of the above required items, come to the Building Department and we will assist you in obtaining the permit as soon as possible.